



St David's Prep

TEACHING ASSISTANT

**CANDIDATE PACK**

## Job Description

We are looking for a friendly caring well motivated person who enjoys working as part of a team. The successful candidate will have high standards for children's achievement, behaviour and well-being. They will have good communication skills with both pupils and adults within school.

**Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.**

## Key Responsibilities

- Use strategies, in liaison with the class teacher, to support pupils
- Assist with the planning of learning activities – including being able to assist with planning
- Be flexible and embrace the 'in the moment' teaching style
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers
- Support groups within the class, e.g., phonics, circle times and focused activity learning
- Helping to develop programmes of learning activities and adapting appropriate materials
- Motivating and encouraging pupils
- Attending meetings and reviews
- Any other roles as required by class teacher or member of Senior Management
- 5 days holiday club per school year
- Undertake training and CPD, as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time, as required
- Accompany teaching staff and pupils on visits, trips and out-of-school activities, as required, and take responsibility for a group under the supervision of the teacher.
- Teaching assistants are assigned to a particular class for an academic year. However, the school will deploy teaching assistants as the needs of the school dictate.
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.



## Hours, Salary & Benefits

**Hours:** 24 hours per week, 20 are 8am to 12pm Monday to Friday. The other 4 are flexible to suit the needs of the school

**Salary:** Salary will be £12,600 pro rata (FTE £21,150).

### Benefits:

- Pension contribution 5%
- Shopping discount card
- Means tested staff discount
- Complementary lunch
- Pro rota paid holiday + bank holidays per annum
- Access to the group's counselling scheme
- Personal accident at work cover
- Access to fully funded apprenticeships, up to L5

## Contact Details

If you have any further queries about this role, or need assistance with your application, please contact Sarah Handy, School Business Manager

[sarah.handy@stdavidsprep.com](mailto:sarah.handy@stdavidsprep.com)

## Application & Important Information

Applicants should complete the school's application form and submit it to Sarah Handy, School Business Manager. Alternatively, you can apply on TES. [Link here.](#)

Application Deadline: Wednesday 6<sup>th</sup> August

Applications will be viewed as they arrive. This role will commence in September 2025.

**An enhanced DBS disclosure and references will be required for this post.**

**Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.**





### **St David's Prep**

St David's Prep is an independent prep school situated in West Wickham. It is a selective, co-educational day school with a happy family atmosphere. We cater for children from 3 to 11 years old. Our aim is to develop the academic and social potential of each child to the full. St David's is a member of Wishford Schools. Under the leadership of Head, Julia Foulger the school is in the midst of an exciting period of modernisation and development, with investment and support from the Wishford Group.

**For more information, please look at our website**

**<https://www.stdaidsprep.com/>**

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### **Wishford Education**

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business. The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit:

**[www.wishford.co.uk](http://www.wishford.co.uk)**